

EMERGENCY SUPPORT FUNCTION 5 INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY: Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES: Washington State Department of Agriculture
Washington State Department of Community, Trade and
Economic Development
Washington State Department of General Administration
Washington State Department of Health
Washington State Military Department
National Guard
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Department of Transportation
All Other State Agencies
American Red Cross
Local Jurisdictions

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the state.

B. Scope

This ESF is most applicable to the state agencies and volunteer organizations that commonly report to the Washington State Military Department, Emergency Management Division (EMD), Emergency Operations Center (EOC) during an activation. These agencies are found above as Support Agencies. It is applicable to all other state agencies and local jurisdictions in that they have a requirement to provide situation reports when their organization has been affected by an event.

II. POLICIES

- A. Local jurisdictions are normally very busy during an emergency or disaster. The state EOC will only request information that is necessary to support local jurisdictions and state agencies response and recovery activities.
- B. The state EOC will make every effort to facilitate local jurisdictions in making their reports.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

See Basic Plan.

B. Planning Assumptions

1. The urgency of the event will make reporting to the state EOC a low priority for the local jurisdiction emergency manager.
2. Early in the course of the event little information will be available and the information received may be vague and inaccurate.
3. Reporting from the local jurisdiction to the state EOC will improve as the event matures.

IV. CONCEPT OF OPERATIONS

A. General

1. The state agencies and volunteer organizations located in the state EOC will work to meet the information requirements of the EOC staff, Washington Emergency Information Center (WEIC), and the Executive Team. This will include receiving periodic reports from liaison coordinators to the local jurisdiction, state agency field representatives, or the local jurisdiction to meet a specific requirement.
2. The Information Analysis and Planning Section is responsible for the management of the information received in the EOC. This section will be responsible to collect, analyze, report, and display the current information. The section will assure that action plans are developed, as needed.
3. The state agencies represented in the EOC will develop their own reporting procedures with their field representatives. Information will be shared by posting the information on computers, making announcements, routing messages to other members of the staff, or preparing periodic situation reports (SITREPs).

B. Organization

1. The state EOC is organized under the basic concepts of the Incident Command System (ICS) and consists of seven functional areas: Executive, Supervisory, Operations, Administration/Finance, Logistics, Public Information, Information Analysis and Planning. Other areas may be added as warranted.
2. The state agencies with the responsibility to provide support consistent with the ESFs are components of the Operations Section, Logistics

Section, Public Information Section, or Information Analysis and Planning Section.

C. Procedures

Washington State Military Department, EMD, Emergency Operations Procedures (EOP).

D. Mitigation Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

None.

2. Support Agencies

Washington State Departments of Agriculture, General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, All Other State Agencies, American Red Cross, and Local Jurisdictions

None.

3. Washington State Department of Community, Trade and Economic Development

Provides information and expertise in mitigation planning for growth management issues.

E. Preparedness Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Prepares standardized reporting formats.
- b. Establishes reporting procedures.
- c. Procures display boards and computers.
- d. Prepares a standard template for the Governor's Proclamation of Emergency.

2. Support Agencies

Washington State Departments of Agriculture, Community, Trade and Economic Development, General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, American Red Cross, and Local Jurisdictions

- a. Prepares reporting formats.
- b. Establishes reporting procedures.

3. All Other State Agencies

None.

F. Response Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Collects and displays the information provided to the EOC staff.
- b. Analyzes the information provided and shares with the appropriate EOC representatives.
- c. Analyzes the information provided and develops and recommend action strategies.
- d. Coordinates and prepares periodic SITREPs.
- e. Requests special information from local jurisdictions, volunteer organizations, and field representatives as necessary.
- f. Prepares the Governor's Proclamation of Emergency or any Federal Proclamation and any amendments as necessary.

2. Support Agencies

Washington State Departments of Agriculture, General Administration, Community, Trade and Economic Development, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, American Red Cross, and Local Jurisdictions

- a. Collects information from their field representatives and shares with the EOC staff, as appropriate.

- b. Analyzes the information specific to their agency and makes recommendations to the EOC Supervisor on actions to be taken.
- c. Makes requests of field representatives for special information.

3. All Other State Agencies

- a. Provides information to the state EOC on the status of their facilities and programs, as necessary.
- b. Makes requests of field representatives for special information.

G. Recovery Activities

1. Primary Agency

Washington State Military Department, Emergency Management Division

- a. Prepares SITREPs, as required.
- b. Continues to gather information, as necessary.
- c. Reviews and revises reporting procedures and formats, as necessary.
- d. Prepares the documents for the Governor to terminate Proclamations of Emergency.

2. Support Agencies

Washington State Departments of Agriculture; Community, Trade and Economic Development; General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, All Other State Agencies, American Red Cross, and Local Jurisdictions

- a. Continues to provide information to the EOC staff, as necessary.
- b. Reviews and revises reporting procedures and formats, as necessary.

V. RESPONSIBILITIES

A. Primary Agency

Washington State Military Department, Emergency Management Division

Coordinates the collection, analysis, and sharing of information about potential or actual emergencies or disasters that could effect the state of Washington.

B. Support Agencies

Washington State Departments of Agriculture; Community, Trade and Economic Development; General Administration, Health, Military Department - National Guard, Washington State Patrol, Transportation, Parks and Recreation Commission, All Other State Agencies, American Red Cross, and Local Jurisdictions

Supports the state EMD in the collection, analysis, and sharing of information about potential or actual emergencies that could effect the state of Washington.

VI. RESOURCE REQUIREMENTS

- A. Standard office machines, computers, printers, facsimile machines, charts, boards, and communications equipment.
- B. State Agency Emergency/Disaster Liaison Coordinators from the support agencies to the state EOC.
- C. Telephone or facsimile link between the state EOC and the support agencies not physically present in the EOC.

VII. REFERENCES

The Federal Response Plan dated April 1992.

VIII. DEFINITIONS AND ACRONYMS

None.